

EXHIBIT 2-A.1

DESIGNATION OF ENVIRONMENTAL CERTIFYING OFFICIAL

(Sample - To Be Completed on Local Government Letterhead)

(Date)

(Name of CDBG Program Specialist)

Montana Department of Commerce
Community Development Division
301 S. Park
P.O. Box 200523
Helena, MT 59620

Dear (Name of CDBG Program Specialist):

This is to notify you that _____ (Name) _____, _____ (Title) _____, is designated as the Environmental Certifying Official responsible for all activities associated with the environmental review process to be completed in conjunction with the 200__ CDBG grant awarded to _____ (Name of Grantee) _____, Montana.

Sincerely,

Signature*

Typed Name and Title

- This letter should be signed by the chief elected official (mayor or chairperson of county commission).

EXHIBIT 2-A.2

Sample of Resolution for Designating Environmental Certifying Official

RESOLUTION NO. _____

WHEREAS, in 20__ the *(insert Grantee's Name)* applied for federal, state, local and private funding to *(insert information regarding the type of housing project being funded)*;

WHEREAS, all necessary funding has been received to permit the project to go forward; and

WHEREAS, an Environmental Certifying Official may be designated by formal resolution.

NOW, THEREFORE, BE IT RESOLVED that:

(Name of Environmental Certifying Official) is designated as the Environmental Certifying Official to produce an Environmental Review Record;

The *(name of Grantee)* will ensure that it and all of its contractors or agents shall conduct all program matters in a non-discriminatory manner such that all persons regardless of race, gender, age, disability, or other protected class shall be treated equally and further each shall comply with the policies and procedures delineated in the 20__ *(insert name of Grantee and/or Project Name)* Management Plan, approved by the Montana Department of Commerce Community Development Block Grant Program.

BE IT FURTHER RESOLVED that the above designation shall become effective on _____, 20__.

NAME OF GRANTEE _____ County, Montana

By _____
Chief Elected Official

Attest _____